*Instructions for Completion*

**FORM DE 0118, Number of Lunches Served Daily**

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*School*: (Enter name of school.) *School Code*: (Enter school code number.) *Fund Code*: (Enter school fund code number.) *Month/Year*: (Enter reporting month and year.)

*ADA*: Enter the school’s average daily number of students in attendance for the previous period, if available, or multiply the school’s most recent student counts by the state attendance factor of which is normally available in July to arrive at an estimate.

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***Complete at End of Month*** **(*prior to filing DE106 claim information with the Georgia Department of Education):***

*Highest No. Students* Enter the highest number of students (free, reduced-price, and paid) that were eligible on any one day to be served reimbursable meals by this location during

*with Access to NSLP* this month, including students at/from other locations, schools, or school systems who are there on a regular basis. All of these students must also be included

in count of approved eligibles (A1, A2, A3) below.

1. Determine the day during the claim month on which the school had the highest number of free eligibles, including both approved applications and directly certified students, and enter that number in A1.
2. Determine the day during the claim month on which the school had the highest number of reduced-price eligibles and enter that number in A2.
3. Subtract the total free and reduced-price eligibles (A1 + A2) from the highest number of students with access to the NSLP (top right-hand corner of form) and enter the remainder in A3.
4. Enter in B1, B2, and B3 either the school’s actual attendance factor, if available, or the state attendance factor. (Available each year from GaDOE.)
5. Multiply A1 times B1 to arrive at C1; multiply A2 times B2 to arrive at C2; and multiply A3 times B3 to arrive at C3.
6. For any days during the month when the number of meals served in columns 2, 3, or 4 does not exceed the attendance-adjusted eligibles (C1, C2, C3) for that category, the edit process is completed and column 6 is N/A.
7. For any days during the month, when the number of meals served in columns 2, 3, or 4 exceeds the attendance-adjusted eligibles (C1, C2, C3) for that category, this is an indication of possible meal counting and claiming problems.
8. To determine if there is a meal counting problem, review the school’s actual meal accountability practices, versus its approved procedures.
9. If meal counts are found to be inaccurate, an attempt must be made to determine the accurate counts, and make appropriate corrections in columns 2, 3, 4, and/or 5.
10. If meal accountability practices appear to yield accurate counts by category, determine why attendance-adjusted eligibles were exceeded and note the reason(s) on that(those) day(s) in column 6. *Note*: Some reasons that meal counts may be accurate while exceeding attendance-adjusted eligibles include but are not limited to: attendance may be higher than the average by one or more categories; a popular menu may bring exceptionally high participation; and/or students visiting from another school may not have been counted in this school’s attendance or count of eligibles.

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***Complete Daily:***

Column 1: Enter day of month for which meals are being recorded.

Column 2: Enter number of reimbursable lunches served to students not approved for free or reduced-price meals (no more than A3 and no more than 1 per student).

Column 3: Enter number of reimbursable lunches served to students approved for free meals (no more than A1 and no more than 1 per student).

Column 4: Enter number of reimbursable lunches served to students approved for reduced-price meals (no more than A2 and no more than 1 per student).

Column 5: (Optional) Enter total of columns 2, 3, and 4.

Column 6: See instructions in *Complete at End of Month*, item 6 above.

Column 7: Enter number of lunches served to all adults other than those served at no charge to School Nutrition Program employees, plus the number of \*\*\*non-reimbursable lunches served to students, regardless of their eligibility category.

Column 8: Enter number of lunches served to eligible School Nutrition Program employees at no charge, \*through contracts to those not enrolled in the school, and to \*\*recipients of other federal meal programs.

Column 9: Enter total of columns 5, 7, and 8.

*\* lunches or suppers provided to groups such as HeadStart, a senior citizens center, a private school, etc.*

*\*\* lunches or suppers provided through the Child and Adult Care Food Program or the Seamless Summer Option when sponsored by the school system*

*\*\*\* incomplete meals sold at regular/reduced-price sale price and second meals (served to students at adult sale price)*

FORM DE 0118 Instructions, Revised August 2016 (All previous revisions are obsolete) This institution is an equal opportunity provider and employer.